

26 SEP 1977

MEMORANDUM FOR THE RECORD

STATINTL

FROM: [REDACTED]

Secretary

SUBJECT: Minutes of the 22 September 1977 OTR Staff Meeting

1. The 22 September 1977 OTR Staff Meeting convened at 1400 and adjourned at 1610.

STATINTL

2. [REDACTED] reported briefly on the status of FY 1977 OTR funds. He noted that the trend reports have been received and gave a rundown on the percentages obligated. The DTR stated that the Office was in an excellent position for this time of year and complimented [REDACTED] his efforts. STATINTL

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3. [REDACTED] reported on the status of retirements within OTR, noting that the discontinued service option has been extended to the end of the year. He listed the people who have retired or who have announced their intentions to retire. He also alluded to the question of shipping household effects for retirees, noting that this question was under consideration by the General Counsel.

STATINTL

4. [REDACTED] discussed the status of the PMCD report. He will distribute a paper on the points of contention, and the DTR will meet with each Unit Chief to discuss these points. There will then be a final feedback session with the PMCD representatives before the final report is sent to the Director of Personnel.

STATINTL

5. Chief, [REDACTED] discussed a variety of items which have come up recently at the [REDACTED]

STATINTL

6. Chief, TSS, reported that publication of the OTR Catalog of Courses is quite far behind schedule. This has been caused mainly by a heavy workload in the Printing and Photography Division. He described the format of the new Catalog and stated that the Index will be circulated to the Units for comments. The target date for publication is now the third week in October.

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7. Chief, TSS, reported on the status of centralized registrations. He noted the need to establish standard operating procedures and an information base. He has sent questionnaires to II and FTD concerning these procedures. The Registration Section will establish a file on each course. [] will head the Section, and the other two members will be selected in the near future.

8. Chief, PRS, discussed the agenda for the OTR Conference, noting that it will be circulated soon. He went over the proposed agenda for each day. The DTR asked whether the members had suggestions for other topics or speakers. Several were suggested: have two consumers of OTR training present their views; a secretarial panel; add instructional development to the TSS portion; introduce the OTR MAG members, TRUMP Panel members, and the counselors; and discuss security in OTR.

9. The DDTR briefly discussed Fitness Reports. He noted that most Reports do not reflect the performance of those who are ranked in the lower 5 percent. There is inflation in the ratings, and not everything is included in the narrative which should be. The DTR stated that this problem will become increasingly important, particularly if the DDA is subjected to personnel cuts.

10. The DDTR discussed the personnel counseling system in OTR. He noted that each OTR employee is counseled at least once a year. He listed the counselors and the status of their programs. He emphasized that this counseling program is moving ahead and is an important part of the personnel management system in OTR.

11. The DTR commented on several other items of concern. He reiterated the fact that the deliberations of the OTR Career Board and Career Panel are to be treated as strictly confidential, citing an unfortunate leak recently. Chief, II, described a new concept approved for the sessions held for the Brookings Institution's programs. The first session under the revised format would be held on 23 September. He also briefly described the report on creativity, ethics, and controls which the members of Midcareer Course No. 57

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had prepared. He noted that this report had been sent to the Acting DDCI who had returned it with his comments on the students' reactions to the topics. The DTR stated that he would meet with the Unit Chiefs on their MBO Objectives in the near future. He described his meeting with [REDACTED] STATINTL newly assigned to the Office of the DCI from his position as a White House Fellow. The DTR questioned whether the members felt one meeting each month instead of the biweeklies would be sufficient, noting the difficulty encountered in compiling the present agenda. There was a lack of significant comment, and the meetings will continue to be held twice each month.

12. The members noted that the list of OTR Pending Actions was up to date. The DTR reported significant items from the DDA morning meeting. The members reported on the day's events.



STATINTL

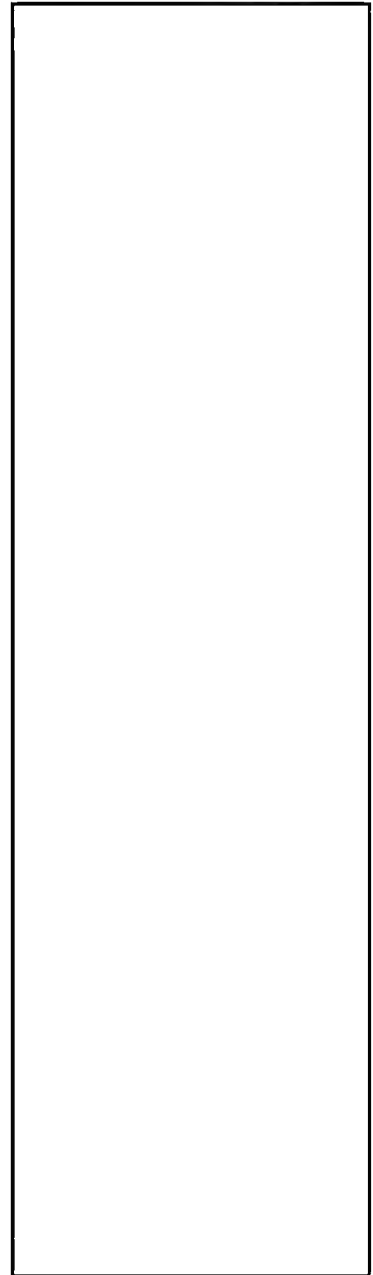
OTR STAFF MEETING

Thursday, 22 September 1977, 1400

AGENDA

STATINTL

1. Status of FY 1977 Funds
2. Status of Retirements in OTR
3. Status of the PMCD Report
4. Comments on the Revision of the
Executive Order and Agency
Organization
5. Status of the OTR Catalog of Courses
and Centralized Registrations



6. The OTR Conference and Agenda

7. Honesty in Fitness Reports

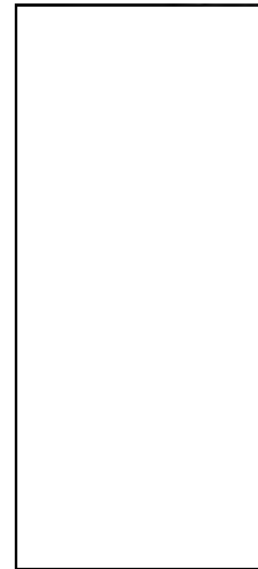
8. Counseling in OTR

9. Other Items of Concern

10. OTR Pending Actions

11. The Day's Events

STATINTL



Mr. Fitzwater

22 September 1977

OFFICE OF TRAINING ACTIVITY LIST

STATINTL	12 Sep 77	C/LLC	Prepare Response on <input type="text"/> Case	Done
	14 Sep 77	C/PB	Submit Summer Intern Requirements for DTR's signature	DONE
	15 Sep 77	C/PPG	OTR Course Catalog Control List Due	DONE
STAT	16 Sep 77	<input type="text"/>	Prepare Response to Audit Report	Done
	20 Sep 77	EA	FOIA Guidelines	Done
	28 Sep 77	C/PB	Spread Sheet on GS-15s to CMO/DDA	
	21 Oct 77	C/TSS	Redesign & Publish OTR Catalog of Courses	
STATINTL	28 Oct 77	DTR	Submit Comprehensive Rotation Report <input type="text"/> to ADDA	
	15 Nov 77	C/PPG	OTR Planning Cycle	